



Personnel and Administrative Policy and Procedure

SUBJECT: Vacation Leave	EFFECTIVE DATE: January 15, 2008 REVIEWED: November 2011 REVISED:
CATEGORY: 200 POLICY NUMBER: 200.58	CROSS REFERENCE: AFSCME contract, Article 11; MPEA contract, Article 12

Purpose: To provide guidelines for the accrual and use of the vacation leave benefits made available to employees.

Definitions:

Regular Status: All budgeted positions in the government of the City excluding the City Manager. It also excludes temporary and part-time less than .5 FTE.

Scope: All employees. Negotiated contract language will prevail for represented employees.

Policy: Employees who begin employment between the first (1st) and fifteenth (15th) day of the month shall have time towards vacation accrual begin on the first of the month of appointment to the position. Employees who begin employment between the sixteenth (16th) and last day of the month shall have time towards vacation accrual begin on the first of the month following appointment to the position.

Accrual Rates

Vacation leaves and maximum accruals for employees represented by AFSCME and MPEA are established in the appropriate collective bargaining agreement. Vacation leave for non-represented employees Career Service and Exempt Service employees shall accrue as follows:

<u>Months of Service</u>	<u>Accrual Rate</u>
1-48 months	8 hours per month
49-108 months	10 hours per month
109-168 months	12 hours per month
169 – 228 months	14 hours per month
229 or more months	16.67 hours per month

Accrual Rates Part-Time Employees

Vacation accrual for part-time employees will be calculated based upon the budgeted full-time equivalency (FTE) of the position as follows and also based on the months of service chart.

<i>FTE</i>	<i>Prorated Benefit</i>
1.00 - .9	100%
.89 - .66	75%
.65 - .50 FTE	50%

For part-time regular employees in budgeted positions of .5 FTE or greater the vacation leave maximum accrual shall be prorated based on the FTE status as set out in the table above.

Vacation Accruals during Leave of Absences without Pay

Employees having unpaid leave during a calendar month shall accrue paid vacation leave at the following rates:

0 – 39 hours unpaid leave	100%
40-79 hours unpaid leave.....	75%
80-119 hours unpaid leave.....	50%
120- 159 hours unpaid leave.....	25%
160 or more hours unpaid leave....	0%

Guidelines for Use

- Employees do not accrue vacation during their first six (6) months of employment at the City. Following six (6) full calendar months of employment, an employee will be credited with the forty-eight (48) hours, or the applicable number of hours normally earned during 6 months of employment, of vacation credit and will accrue vacation on a monthly basis thereafter.
- When an employee is transferred to, or appointed to another department, the new department shall assume vacation accruals.
- If an employee becomes ill while on vacation, the time off shall be counted as vacation unless the employee's illness requires seeing a doctor in an emergency room or being admitted to a hospital.

Maximum Accumulation: Employees may accrue vacation leave to a maximum of two (2) times the annual accrual rate. If an employee reaches the maximum accrual they will not accrue any additional vacation until their leave balance has been brought down below the maximum allowable accrual. It is the employee's responsibility to keep track of when they will reach their maximum accrual. Leave balances are available on pay stubs and the time entry system. Employees who will lose vacation accrual because of a denied vacation request may request review of the denial by the supervisor and HR Director.

Note that the payroll reporting periods run from the 9th through the 23rd of the month and from the 24th through the 8th of the following month. Therefore a full time employee must keep their vacation accrual below the maximum allowed at the end of the payroll reporting period of the 23rd and 8th of the month in order to stay below the maximum and continue to accrue vacation without interruption.

Vacation Accrual During Probation Period: New employees, during their probationary period or first six months for police personnel, shall not accrue vacation. Upon completion of the probationary period, or first six months of employment for Police Personnel, employees will be credited with forty-eight (48) hours of vacation leave for full time employees or a prorated amount for part-time employees.

Vacation Pay Upon Termination: An employee who terminates prior to completion of six (6) consecutive months of employment shall not be entitled to payment for vacation leave. Those employees who have completed six (6) consecutive months of employment and separate from city employment, shall be entitled to payment for accrued vacation leave. The last day an employee works shall be his date of termination. An employee shall not be allowed to extend his termination date by utilizing accrued leaves. An employee shall not receive payment for more than the maximum accumulation allowed above. In the case of death, compensation for accrued vacation leave shall be paid in the same manner that salary due to the decedent is paid.

Procedures

Scheduling of Vacations:

- Employees must request the use of vacation time in advance per department procedures.
- Vacation requests are at the discretion of the City and subject to the approval of the supervisor, with due regard to the employee and particular regard for the needs of the City. After the employee requests leave, the supervisor shall have ten (10) calendar days to respond in writing. No response shall indicate the leave request is granted.
- Vacations will be scheduled by seniority within work units whenever feasible. However employee may only use seniority bidding one time per year.

See respective collective bargaining agreements for additional language regarding vacation scheduling.

Responsibilities

Employee:

- Request vacation in advance per department procedures.
- Accurately record vacation leave taken.

Supervisors:

- Respond to employees request promptly and if denying the request provide the business reason why it is being denied.
- Accurately record vacation leave and verify what is reported by staff.